

KLONARIS & CO.

**Counsel & Attorneys
Lyford Cay**

Invites qualified applicants to join a dynamic team for the position of:

CORPORATE/ACCOUNTS ADMINISTRATOR

Key responsibilities include but not limited to:

- Maintenance of KYC and statutory records for companies;
- Maintain accurate records for client's corporate structures;
- Preparation of incorporation, continuation and dissolution documents;
- Maintenance of registers of beneficial ownership and submitting BOSS filings;
- Preparation of filings for Economic Substance Reporting;
- Update of corporate changes;
- Preparation of annual filings to ensure corporate entities remain in good standing;
- Management of clients' queries in a timely and courteous manner;
- General corporate administration;
- Basic accounting including bank account reconciliation, accounts payable and receivable, billing etc.

Desired profile:

- Minimum 3 years' experience in corporate and accounting administration;
- Team player and service-oriented professional;
- Strong interpersonal and communication skills;
- Organized, detail-oriented and reliable.

Applications will be managed in strict confidence and all interested candidates should apply only by e-mail to: mklonaris@klonarislaw.com.

Kindly be advised that only applicants who have been shortlisted will be contacted.